



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Case Manager	Department/Program: Youth Employment & Training
Reports To: Youth Program Manager	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Human Resources	Revision Date: March 2026

JOB SUMMARY

Under the supervision of the Program Manager and in accordance with the direction and mission of District 7 HRDC, the Case Manager is delegated the responsibility of enrolling and placing eligible youth to participate in HRDC's Youth Employment and Training Programs.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

Management and Administration:

- Completes reports, monitors client attendance and scheduled activities in accordance with program requirements.
- Collects data, and tracks client progress, as required for each program.
- Tracks Supportive Services expenditures and provides comprehensive program reports as required.

Financial:

- Prepares and reviews payroll reports for the finance office to ensure participant Payments.

Operations:

- Conducts assessments to identify the need for intervention, provides guidance, and refers participants to available resources.
- Develops action plans for achieving self-sufficiency.
- Assists youth in appropriate selection of paid work experience based on career interests and skill level.
- Facilitates group activities, program overviews, and assessments.
- Serves as youth advocate.
- Participates in staff meetings, cases reviews, and supervisory coaching.
- Reviews applications and determines program eligibility.
- Works with clients and worksites to develop job skills.

Compliance:

- Tracks data as required by program in agency wide and program specific data entry systems.
- Maintains individual youth case files, including applications, assessments, case notes, supportive services, and paid work experience as required by federal, state, and agency funding requirements.
- Provides client data to reporting agencies as required.

Professional Development:

- Participates in staff meetings, team building, technical training, and coaching.

Community:

- Works closely with participants, school officials, and community partners to identify and maintain worksite contacts in the community.
- Represents HRDC's Youth Employment and Training Programs at community meetings and events.

Goal Setting:

- Implements agency work plans at the program level to ensure achievement of set goals.

Innovation:

- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

Additional Knowledge, Skills and Abilities:

- Integrates knowledge of budgeting and management experience into program operations.
- Effectively communicates on all platforms.
- Demonstrates dependability and punctuality.
- Adheres to a consistent work schedule.
- Demonstrates professionalism in the workplace.
- Modeling an objective and non judgmental attitude.
- Nurtures, builds, and mentors employees to build a cohesive team.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Human Services preferred or equivalent combination of education and experience. Experience working with youth ages 14 to 24 preferred.

License and Certifications:

Annual Criminal Background checks and Child Protective Services checks are required.

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

The work environment is typical of office setting.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature

Date

Supervisor Signature: _____ Date: _____